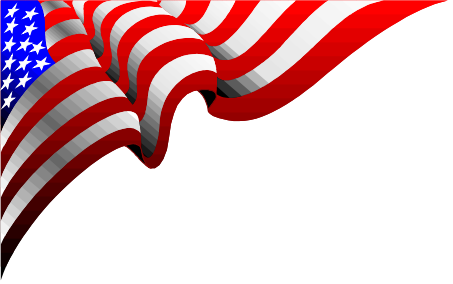


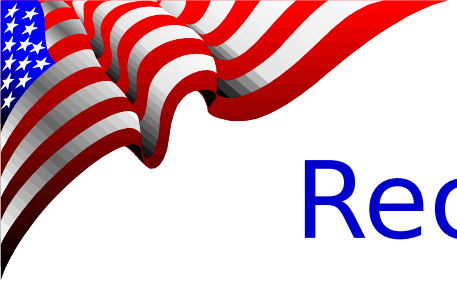
502ND PERSONNEL SERVICES BATTALION

DD Form 93
Record of Emergency Data

- **The DD Form 93 is one of the most important documents in a Soldier's Military Personnel File (MPF)**
  - **When completed, it becomes an official and legal document that designate the beneficiaries of certain benefits in the event the individual is in a missing status or deceased**
  - **It provides the names and address of the person(s) to be notified in a case of an emergency, sickness, or death**
  - **Upon changes such as marriage, divorce, death, birth or adoption of new family will require all pertinent documentation to update the DD Form 93**

DD Form 93
Record of Emergency Data
Review, Update and Disposition

- **Active Army Soldiers will review the form**
  - **During in-and-out processing and pre-separation processing**
  - **During any record audit**
  - **Before an emergency deployment readiness exercise**
  - **Before deployment**
  - **At least annually**
- **A new form is prepared in following instances**
  - **There is a change in any item, except unit**
  - **Five years have elapsed since the latest form was submitted, or 5 years will have elapsed before the next regular annual review. This 5-year applies only to**



DD Form 93
Record of Emergency Data

Questions / Comments ??

Please contact:

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B Det 502d

WO1 Campbell @ 288-3572

See AR 600-8-1